



Promotional Recruitment

ADMINISTRATIVE ANALYST Annual Salary \$67,481 – \$82,024

OPENS: September 23, 2008 CLOSES: October 8, 2008

The **Bay Area Air Quality Management District** (District) is currently recruiting for the position of Administrative Analyst in the Business Office of the Administration and Incentives Division. This is a full-time represented position. There is one (1) vacancy.

Under the direction of the Business Manager, this position conducts a variety of administrative and financial studies and cost analyses, prepares administrative reports, and performs related work as assigned for the Administration and Incentives Division.

EXAMPLES OF DUTIES FOR THIS POSITION

- **Prepare recommendations and assist in the development, installation and integration of new or improved systems which might cross divisional lines designed to increase management effectiveness and reduce operational cost.**
- **Prepare cost analyses on specific projects.**
- **Prepare analyses related to District policies; evaluate existing or proposed practices, policies and procedures; and prepare or research and analyze requests for contracts or agreements.**
- **Prepare a variety of verbal and written administrative reports.**
- **Conduct a variety of administrative, financial and operational studies requiring the knowledge of financial management, work measurement and systems analysis.**

MINIMUM QUALIFICATIONS

Equivalent to graduation from a four year college or university with major coursework in finance, accounting, business or public administration or a closely related field and two years of experience in governmental budget preparation or accounting or professional experience in administrative analysis, one year of which must have included contract and budget analysis.

HOW TO APPLY

Interested District Employees must submit a completed District application along with a chronological resume no later than **5:00 p.m. on Wednesday, October 8, 2008**. For an application, please visit our website at www.baaqmd.gov/jobs or contact the Human Resources Office at (415) 749-4980. Completed application packets must be returned to: Bay Area Air Quality Management District, Human Resources Office, 939 Ellis Street, Fourth Floor, San Francisco, CA 94109. Except as requested in this announcement, do not include any additional documents, such as letters of recommendation, performance evaluations, work samples, etc. They will not be considered or returned. Postmarks, faxes, and e-mails will not be accepted.

[\(Additional information on reverse-side – Also visit \[www.baaqmd.gov\]\(http://www.baaqmd.gov\)\)](#)

SELECTION CRITERIA

Selection may be based upon a competitive examination consisting of a written exercise, interview, or combination of the two. Depending on the number of qualified applicants, an application screening and/or panel interview may be used to determine the most qualified applicants. If a panel interview is utilized it will be weighted 100%, and it may include a written exercise that will be scored as a percentage of the total score.

The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes two (2) or fewer bargaining unit employees.

The District may hire from this recruitment process to fill future vacancies occurring within the next 18 months.

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

EOE